

BILL NO. S-92-04- 23

SPECIAL ORDINANCE NO. S- 82-92

AN ORDINANCE approving the awarding of Reference #0356 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and WOLF DETROIT ENVELOPE for the Office Service Department

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

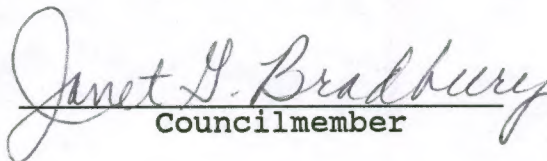
SECTION 1. That Reference #0356 between the City of Fort Wayne, by and through its Department of Purchasing and WOLF DETROIT ENVELOPE for the Office Services Department, is hereby ratified, and affirmed and approved in all respects, respectfully for:

the purchase of carrier envelopes for the city utilities water bills through the Office Services Department;


involving a total cost of Eleven Thousand Nine Hundred Thirty-Four and no/100± Dollars (\$11,934.00±).

SECTION 2. Prior Approval has been requested from Common Council on APRIL 14, 1992. Two copies of said Reference are on file with the Office of the City Clerk and made available for public inspection, according to law.

SECTION 3. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.


Councilmember

APPROVED AS TO FORM
AND LEGALITY


J. Timothy McCaulay, City Attorney

REF. NO.:	0356	
DEPT:	OFFICE SERVICES	
DATE:	04/14/92	
ITEM/SERVICE:	CARRIER ENVELOPES	
PURCHASING INFORMATION		
ADVERTISED BID:	NO	
DATES ADVERTISED:		
OPENING DATE:		
WRITTEN QUOTE:	YES	
DUE DATE:	03/19/92	
VERBAL QUOTE:	NO	
SINGLE SOURCE:	NO	
NO. OF VENDORS NOTIFIED:	6	
NO. OF VENDORS RECEIVING BID:	6	
NO. OF VENDORS RETURNING BID:	3	
NO. OF VENDORS DISQUALIFIED:	0	
NO. OF VENDORS NOT RESPONDING:	3	
DATE SENT TO DEPT FOR RECOMM:	03/23/92	
DATE RECOMMENDATION REC'D IN PURCH	04/06/92	
COUNCIL INFORMATION	DATES SENT	EXTENSION DATES
DATE INFO SENT TO LAW DEPT:	04/07/92	
INTRODUCTION DATE:	04/14/92	
DISCUSSION DATE:	04/21/92	
PASSAGE DATE:	04/28/92	
ORDINANCE NO:		
AMOUNT APPROVED AND/OR SPENT LAST YEAR:		

REFERENCE NO. 0356
OFFICE SERVICES
CARRIER ENVELOPES
3/23/92

DESCRIPTION	QTY	WESTVACO	WOLF	ILLINOIS	AUTOMATED SYS
CARRIER ENV	900M	\$11.96/M	\$13.26/M	\$13.48/M	NO QUOTE

DEE, PLEASE REVIEW AND RETURN YOUR RECOMMENDATION TO ME
THANKS. PHYLLIS D.

REQUEST FOR QUOTATION
City of Fort Wayne
DEPARTMENT OF PURCHASES
 NUMBER ONE EAST MAIN STREET ROOM 350
 FORT WAYNE, IN 46802
 FAX 219-427-1393

PLEASE INDICATE THIS NUMBER
ON ALL CORRESPONDENCE

QUOTE
NO. *0350*

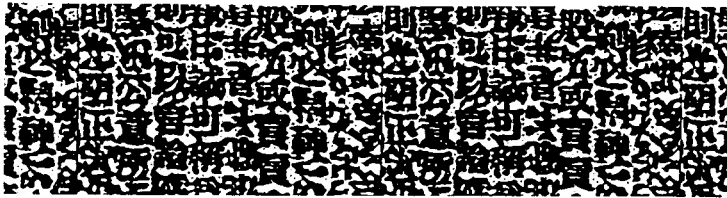
DATE OF REQUEST

☐ Quotations

☒ Sealed Bids

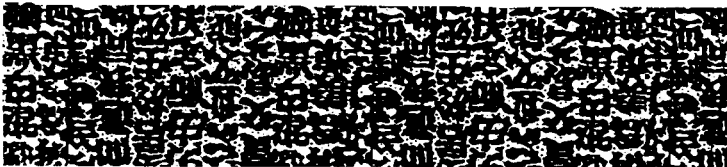
WILL BE RECEIVED AT
THIS OFFICE UNTIL

PAGE



TO

WOLF DETROIT ENVELOPE
 ATTN: RICH GIANT
 P.O. BOX 1550
 FORT WAYNE IN 46805



The Contractor and his sub-contractors, if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his hire, tenure, conditions or privileges of employment or any matter directly or indirectly related to employment, because of his race, color, religion, national origin or ancestry. Breach of this covenant may be regarded as a material breach of the contract.

REQUEST FOR QUOTATION
THIS IS NOT AN ORDER

PLEASE QUOTE BELOW LOWEST PRICES, WHICH **MUST INCLUDE ALL DELIVERY CHARGES (INCLUDING FREIGHT, PARCEL POST AND EXPRESS)** UNLESS OTHERWISE SPECIFIED, FOR PURCHASING MERCHANDISE OR SERVICE DESCRIBED BELOW.

QUOTATIONS WILL BE OPENED IN ACCORDANCE TO RULES AND REGULATIONS ON THE REVERSE SIDE OF THIS SHEET. RESPECTFULLY,

[Signature]

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
200	M	CARRIER ENVELOPES TO BE USED FOR UTILITY BILL MAILINGS. ENVELOPES MUST BE MADE FROM APPROVED RECYCLED PAPER AND WINDOW MUST NOT HAVE GLASSINE OR POLY INSIDE - TO BE OPEN. ENVELOPE MUST MEET THE ATTACHED SPECIFICATIONS. TO BE DEL. FIRM FOR 90 DAYS FOR INFORMATION CONTACT DEE DENSEL AT: 219-427-1292. THIS IS A SEALED QUOTATION - ENVELOPES WILL NOT BE OPENED UNTIL THE DATE AND TIME STATED ABOVE. NO ORAL, TELEPHONE, FAX OR FACED QUOTATIONS. ALWAYS RETURN THIS COPY OF THE QUOTATION TO THE CITY PURCHASING DEPARTMENT WHETHER OR NOT YOU ARE THE LOWEST BIDDER. <i>INCLUDED IN PRICE PER THOUSAND IS FREIGHT, WHICH INCLUDES INSIDE DELIVERY CHARGES.</i> TOTAL PRICE <i>11,934⁰⁰</i> DELIVERY <i>INCLUDED</i> F.O.B. <i>FT. WAYNE</i>	<i>13.26⁰⁰</i>	<i>11,934⁰⁰</i>

THIS IS ONLY AN INVITATION TO QUOTE AND NOT AN ORDER. THE ABOVE QUOTES ARE SUBMITTED IN ACCORDANCE WITH THE REGULATIONS ON THE REVERSE SIDE OF THIS SHEET.

SIGNATURE OF BIDDER:

[Signature]

DATE:

3/18/92

VENDOR *3*

Read the first time in full and on motion by Long, seconded by Bradbury, and duly adopted, read the second time by title and referred to the Committee on City of Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on Tuesday, the 28th, day of April, 1992, at 7:00 o'clock P. M., E.S.T.

DATED: 4-14-92

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Long, seconded by Bradbury, and duly adopted, placed on its passage.
PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>8</u>			<u>1</u>
BRADBURY	<u>✓</u>			
EDMONDS	<u>✓</u>			
GiaQUINTA				<u>✓</u>
HENRY	<u>✓</u>			
LONG	<u>✓</u>			
LUNSEY	<u>✓</u>			
RAVINE	<u>✓</u>			
SCHMIDT	<u>✓</u>			
TALARICO	<u>✓</u>			

DATED: 4-28-92

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL)

(SPECIAL) (ZONING) ORDINANCE ~~RESOLUTION~~ NO. 5-82-92
on the 28th day of April, 1992

ATTEST:

(SEAL)

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Thomas P. Henry
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 29th day of April, 1992, at the hour of 1:30 o'clock P. M., E.S.T.

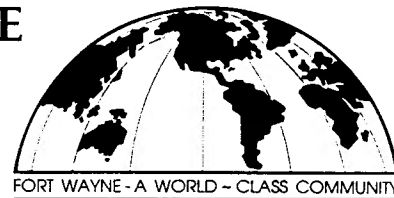
Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 1st day of May, 1992, at the hour of 8:45 o'clock A. M., E.S.T.

PAUL HELMKE
PAUL HELMKE, MAYOR



THE CITY OF FORT WAYNE



Paul Helmke
Mayor

April 14, 1992

The Common Council
Fort Wayne IN

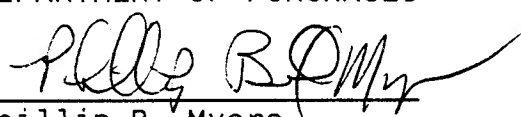
RE: Reference No. 0356

Gentlemen and Ladies:

The Department of Purchases respectfully requests "Prior Approval" of Reference No. 0356, with respect to the purchase of carrier envelopes for city utilities water bills through the Office Services Department. Current inventory of the envelopes are low and without the envelope there can not be any utility billings and, because the awarded vendor requires four (4) to six (6) weeks for delivery of the envelopes, the Department would like to request a "Prior Approval". The cost reflects the most responsive of three (3) vendors and should be awarded to Wolf Detroit Envelope in the amount of \$11934.00+/- . This will be assigned a purchase order number upon Councilmanic approval.

DEPARTMENT OF PURCHASES

CITY OF FORT WAYNE


Phillip B. Myers
APPROVED:

Paul Helmke, Mayor

ATTEST:

Sandra Kennedy, City Clerk

Attachment

An Equal Opportunity Employer
One Main Street, Fort Wayne, Indiana 46802

DIGEST SHEET

TITLE OF ORDINANCE: Special

DEPARTMENT REQUESTING ORDINANCE: Purchasing

D-92-0473

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Reference No. 0356 for the purchase of carrier envelopes for the city utilities water bills through the Office Services Department.

IF NOT LOWEST, WHO WAS AND WHY WERE THEY NOT AWARDED: Lowest vendor (Westvaco) did not meet specifications. The envelope must be a certain size and Westvaco's envelope was not the size stated on the specifications that were mailed out.

EFFECT OF PASSAGE: City utilities water bills can be mailed out.

IF REPLACEMENT, WHAT NECESSITATES:

EFFECT OF NON-PASSAGE: Water bills can not be mailed out resulting in a loss of revenue for the Utility.

MONIES INVOLVED: Wolf Detroit

\$11934.00+/-

ACCOUNT INFO: Office Services

701-950-A154-4212

PRICE AGREEMENT: NO

*Prior approval
4-14-92*

PURCHASE ORDER: YES

SOURCE OF FUNDING: Office Services

PRIOR APPROVAL: Yes
(IF APPLICABLE)

DATE: APRIL 14, 1992

BILL NO. S-92-04-23

REPORT OF THE COMMITTEE ON CITY UTILITIES

JANET G. BRADBURY, CHAIRWOMAN
SAMUEL J. TALARICO, VICE CHAIRMAN
LUNSEY, LONG, GIAQUINTA

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) approving the
awarding of Reference #0356 by the City of Fort Wayne, Indiana,
by and through its Department of Purchasing and WOLF DETROIT
ENVELOPE for the Office Services Department

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (~~RESOLUTION~~)

DO PASS

DO NOT PASS

ABSTAIN

NO REC

4/21
JMB
Janet G. Bradbury

Samuel J. Talarico

Mike Luna

Don J. Schneider

DATED:

4-28-92

Sandra E. Kennedy
City Clerk